

The following checklist has been provided to you as guidance to completing and submitting a proposal package. Please review this list prior to submitting a proposal package.

**Checklist:**

- ☐ Cover Page
- ☐ Budget Summary
- ☐ Project Description
  - ☐ Goals
  - ☐ Evaluation
  - ☐ Statement and Method
  - ☐ Geographical Focus
  - ☐ Map, if applicable
  - ☐ Audience and Number
  - ☐ Personnel
  - ☐ Partner Involvement Documentation
  - ☐ Permits, if applicable
  - ☐ QAPP approval for monitoring projects
  - ☐ Schedule
- ☐ Detailed Budget
- ☐ Certificate of Liability
- ☐ Sign the Original
- ☐ Make 10 copies
- ☐ Include attachments

Have you included all these items?

Yes - Make sure proposal package (Signed original plus the 10 copies) gets to the Stony Brook office by the deadline.

No - Please add missing components and then get package to the Stony Brook office by the deadline